

## **CITY ARCHITECT**

### **PURPOSE:**

1. To be responsible for managing, planning, organizing, directing, and evaluating all architectural research, development, design, construction, and restoration projects for the City of Duluth.
2. Directing assigned employees in the completion of their responsibilities.

### **FUNCTIONS:**

1. Managing, planning, organizing, directing, and evaluating all architectural research, development, design, construction, and restoration projects for the City of Duluth.
  - \* A. Consult with others to determine functional and spatial requirements.
  - \* B. Prepare information regarding design, specifications, materials, equipment, estimated costs and building time.
  - \* C. Plan the layout of projects.
  - \* D. Certify building construction plans and specifications for conformance with the construction codes of Minnesota for projects prepared in-house by the City Architect's Office.
  - \* E. Furnish sample recommendations and drawings for review and/or approval.
  - F. Attend City Council meetings as a staff representative.
  - G. Attend City authority meetings (i.e., Arena-Auditorium, Spirit Mountain, DTA) as directed by City Administration.
  - H. Participate in budget sessions
  - \* I. Establish a process for soliciting proposals for City development projects.
  - \* J. Negotiate contracts with architectural, engineering, planning, and specialty consultants for services to be performed for the City.
  - \* K. Coordinate and evaluate the services performed by architectural firms for City construction projects,
  - \* L. Manage all City capital improvement projects.
  - M. Assist others in obtaining bids and advise on awarding construction contracts.
  - \* N. Supervise the administration of construction contracts and conduct periodic on-site observation of work in progress for contract compliance.
  - \* O. Administer architectural- and construction- related City Council directives.
2. Directing assigned employees in the completion of their responsibilities.
  - \* A. Set priorities, assign work to personnel and set schedules for completion of work.
  - \* B. Effectively recommend the hiring, transfer, suspension, or discharge of subordinate personnel.
  - \* C. Establish work standards and complete employee evaluations.
  - \* D. Make spot checks at work sites to ensure compliance with proper methods, guidelines, and procedures.

- \* E. Train personnel in correct and safe operating procedures.
- \* F. Effectively recommend adjustments or other actions in employee grievances.
- \* G. Delegate authority and responsibility to others as needed.
- \* H. Disseminate instructions to employees through bulletins and other communications.

### **MINIMUM REQUIREMENTS:**

#### 1. Experience and Education

- † A. Degree in architecture and eight (8) years of professional architectural experience.
- † B. Possession of a Minnesota Class D driver's license or privilege.
- † C. Registered as an architect with the State of Minnesota.

#### 2. Knowledge Requirements

- † A. Extensive knowledge of the architectural and planning process to include principles of architectural design, environmental design, and site planning.
- † B. Knowledge of Minnesota and the uniform building code.
- † C. Knowledge of City of Duluth building codes and zoning ordinances.
- † D. Knowledge of building systems and construction technology.
- † E. Knowledge of building project budgeting and estimating.
- † F. Knowledge of recreational facilities planning.
- † G. Knowledge of labor relations and labor agreements.
- † H. Knowledge of budgeting theory and methods.
- † I. Knowledge of correct supervisory practices and the ability to use them effectively.

#### 3. Abilities

- † A. Ability to communicate effectively in drawing, writing, and speaking.
- † B. Ability to work effectively with representatives of the public and private sectors.
- † C. Ability to maintain productive relationships with subordinates and supervisors.
- † D. Ability to meet the public and to handle their complaints or requests in a cooperative manner.
- † E. Ability to understand, interpret, and explain labor agreements.
- † F. Ability to set performance standards and goals.
- † G. Ability to delegate work assignments when necessary, and to motivate subordinates.
- † H. Ability to direct assigned employees in the completion of their responsibilities.
- † I. Ability to read and interpret architectural plans, specifications, and related drawings.

† J. Ability to perform Sedentary Work. Sedentary Work is defined as lifting ten pounds maximum and occasionally lifting and/or carrying such articles as dockets and ledgers.

\* Essential functions of the classification.

† Minimum classification requirements necessary on the first day of employment.

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